

# Licensure Timeline for all INITIAL Educator Licensure Candidates

|  |
|--|
| <a href="#">Educator Preparation Office (Ed Prep) Blog</a> |
| <a href="#">Contact the Ed Prep Office</a>                 |

| Due Date  | Licensure Requirements   | Notes  | Exceptions  |
|---|--|--|---|
| Upon Admission to your Program until the First Day of Classes   | Purchase a Tk20 Account (\$100+Tax).   | The Ed Prep office sends you a welcome email where you will find instructions on how to purchase a TK20 account and complete the L1 Form.          | N/A for Speech, Language and Hearing Disorder (SLHD) licensure candidates   |
|   | Complete the L1 – Program Admission & Enrollment Form.   |  | Physical copy of the L1 form ONLY for SLHD licensure candidates   |
| During your Orientation session with your Program Coordinator and the Educator Licensure Officer (ELO)  | Apply for your initial license through your ELAR account and pay the corresponding MA License Application fee (\$100).   | Your Program Coordinator schedules this session with the Ed Prep Office.   |   |
| During Course Registration  | Review your Program of Study (completing all the required coursework in your Program of Study).  | Work with your program coordinator or advisor to ensure you are following the required Program of Study.   |   |
| <b>IF REQUIRED</b> – Before the Semester is complete  | Complete Course Waiver or Course Substitution Form.  | If required, confer with your Program Coordinator. They will initiate the form.  |   |
| Before the first day of pre-practicum   | Complete the L2 Pre-Practicum Placement Contract (PPC) Form.<br><br><a href="#">Click this link for instructions on filling out the L2-PPC.</a>  | Each program has a different course number for the pre-practicum. Please consult with your program coordinator (ex. EDUC 482E for ECE candidates). | N/A for Music, Latin. School Psychologist, and SLHD   |
| By the last day of the pre-practicum<br><br>(The Ed Prep Office encourages Candidates to upload required documents as they progress through the pre-practicum.) | Upload the Following to your Tk20 Portfolio/Field Experience Binder: <ul style="list-style-type: none"> <li>• Gateway Tasks</li> <li>• Pre-Practicum Observation Documents <ul style="list-style-type: none"> <li>○ Lesson Plan</li> </ul> </li> </ul> | Found in <b>Pre-Practicum</b> tab on Tk20 Portfolio/Field Experience Binder  | N/A for Speech, Language and Hearing Disorders (SLHD), School Psychology, and School Counselor licensure candidates |

|  |  |  |   |
|--|--|--|---|
|  | <ul style="list-style-type: none"> <li>○ Copy of the Observation Form</li> <li>○ Reflection</li> <li>● Pre-Practicum Attendance Log</li> </ul>   |  |   |
|  | <ul style="list-style-type: none"> <li>● Complete Subject Matter Knowledge Form</li> </ul>   | Found in <b>Program Specific Subject Matter Knowledge</b> tab on Tk20 Portfolio/Field Experience Binder  |   |
| Any time before the Start of the Practicum   | Upload your <i>Passing</i> MTEL Score Reports to Tk20 in the <b>Applications</b> tab.  | Please consult with your Coordinator. For more information, visit the Department of Education's <a href="#">Subject Matter Test Requirements</a> . | SLHD licensure candidates: please email your <i>Passing</i> MTEL Score Report to <a href="#">Robert Heath</a> .     |
|  | <b>IF REQUIRED</b> – If you do not have a passing score for one or more of your MTELs, complete the <b>MTEL Deferral Form</b> .  | <a href="#">Follow this link for more information about the MTEL Deferral Form</a> .   |   |
| <b>IF REQUIRED</b> – Before the Start of the Practicum   | Complete Supervising Practitioner Waiver Form.   | If required, confer with your Program Coordinator. They will initiate the process.   |   |
| Before the first day of logging practicum hours at your practicum school site  | Complete the L2 Practicum Placement Contract Form.<br><br><a href="#">Click this link for instructions on completing the L2 Form</a> .   | Two L2 forms are required for ECE (EDUC 598A and 500Y) and Music (Music Ed 500K and 500U)  |   |
| By the last day of the practicum (The Ed Prep Office encourages Candidates to upload required documents as they progress through the pre-practicum.) | <u>Upload the Following to your Tk20 Portfolio/Field Experience Binder:</u> <ul style="list-style-type: none"> <li>● CAP Observation Documents <ul style="list-style-type: none"> <li>○ Lesson Plan</li> <li>○ Copy of Observation</li> <li>○ Reflection</li> </ul> </li> <li>● Practicum Hours Log</li> </ul> | Found in <b>Practicum</b> tab on Tk20 Portfolio/Field Experience Binder  | N/A for Speech, Language and Hearing Disorders (SLHD), School Psychology, and School Counselor licensure candidates |
|  | <u>Upload the Following Three CAP Artifacts to your Tk20 Portfolio/Field Experience Binder:</u> <ul style="list-style-type: none"> <li>● Professional Practice Goal</li> </ul>   | Found in <b>CAP Categories of Evidence</b> tab on Tk20 Portfolio/Field Experience Binder   |   |

|                           |  |   |   |
|---------------------------|--|---|---|
|                           | <ul style="list-style-type: none"> <li>• Measure of Student Learning</li> <li>• Student Feedback Survey</li> </ul>   |   |   |
|                           | <ul style="list-style-type: none"> <li>• Additional Candidate Artifacts for 7 Essential Elements</li> </ul>  | Found in <b>CAP Categories of Evidence</b> tab on Tk20 Portfolio/Field Experience Binder  | Required for 180 Days & UTS Candidates.   |
|                           | <ul style="list-style-type: none"> <li>• Formative Assessment Worksheet</li> <li>• Summative Assessment Worksheet</li> </ul>                                     | Found in <b>Practicum</b> tab on Tk20 Portfolio/Field Experience Binder   |   |
| At the end of practicum   | Complete the L3 Form.<br><br><a href="#">Click this link for instruction on how to complete the L3 Form.</a>   | There are three (3) different L3 forms. Details below:  | N/A for Speech, Language and Hearing Disorders (SLHD) licensure candidates                                      |
|                           |  | <u>For Teacher Licensure Candidates:</u><br><br><i>L3 – Candidate Assessment of Performance</i>                                 |   |
|                           |  | <u>For School Counselor Candidates:</u><br><br><i>L3b – Professional Support Personnel Practicum/Practicum Equivalent Form</i>  |   |
|                           |  | <u>For School Psychology Candidates:</u><br><br><i>L3d – Professional Support Personnel Practicum/Practicum Equivalent Form</i> |   |
| Before program completion | Send Official Undergraduate Transcript to <a href="#">Robert Heath</a> .   | Contact your UG Institution to have them send a copy to the Ed Prep Office.   | Only for Graduate students who earned their <i>bachelor's degree</i> at an institution other than UMASS Amherst |
| Before program completion | Review your Initial Licensure Application Status.  |   |   |
|                           | <ul style="list-style-type: none"> <li>• If you have not already paid the MA License fee (\$100), you must do so before you can receive your license.</li> </ul> |   |   |

|   |   |  |  |
|---|---|--|--|
| Before the end of Finals  | Complete the Candidate Exit Survey                | Will be distributed by email from Qualtrics after the last day of classes.   |  |
| You will receive an email from ELO after your Degree(s) has been Conferred. | Send your Final Official UMass Transcript to ELO. | Please wait until you receive the email from ELO. In Spire, you will be provided with two options (paper or electronic) to request your final official transcript be sent directly from the registrar to the Ed Prep Office. |  |